

UNIT ONE: The Worksheet



Topics:

- Workbook Window
- Excel Worksheet
 - Fill handle
 - Automatic fill
 - Column widths
- Opening a file
- Saving a file

Do This!

I. Start Excel:

1. Click the **Start** button in the lower-left corner of the desktop.
2. Position the mouse pointer on **Programs**.
3. Click **Office, Excel**



OR

Double-click the **EXCEL** icon on the desktop.

4. Your screen should look similar to this:

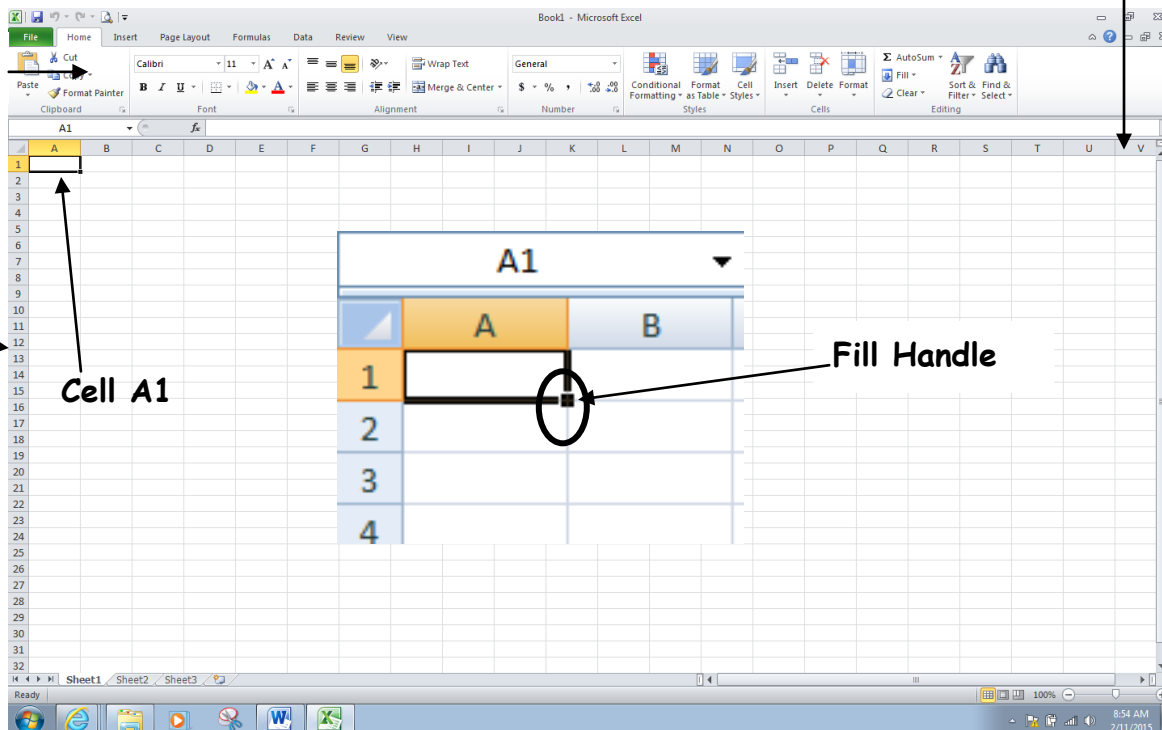
Column Header

Ribbon

Row Header

Cell A1

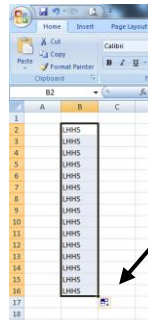
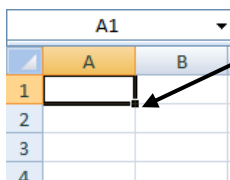
Fill Handle



- ✚ **Workbooks** contain screens called **worksheets**.
- ✚ **Moving** from one cell to another can be done by: clicking in the new cell, using the Go To command, using the scroll bars, using the Tab Key, or using the arrow keys.
- ✚ **Fill Handle** allows the cell contents to be copied to another cell.
- ✚ **Column Header** is alphabetical and there are 16,384 columns in Excel 2010.
- ✚ **Row Header** is numerical and there are 1,048,576 rows in Excel 2010.
- ✚ **Automatic Fill Handle** creates a standard series such as days of the week, months of the year.

II. Exploring the Worksheet:

1. Click in **Cell B2** and type **LHHS**.
2. Tab to **Cell C2**.
3. Use the Arrow Keys to move from one cell to another.
4. Use any of the mentioned methods to move to **Cell J25**.
5. Click on the **Find and Select** button on the **Editing** dialogue box and select **Go To**, enter **E33** in the **Reference Box**, click **OK**.
6. Move to **Cell A1** by pressing **Control+Home**.
7. Move to **Cell B2** (LHHS) by pressing **Control+End**. This takes you to the last cell containing data.
8. To **copy** the text LHHS, select the **Fill Handle** by clicking and dragging it to **Cell B16**:



9. Type **September** in **Cell C1** and hit **Enter**. Notice it does not fit properly and the cell needs to be widened.
10. Place the **mouse pointer** on the **line between columns C and D** in the **Column Header** (the mouse turns to a double arrow) and **double-click**. The width of the column has been adjusted to fit the text.
11. To create a standard series (fill in consecutive months) by using the **autofill** feature, click and drag the fill handle from **Cell C1** to **Cell H1**. Notice Excel automatically fills in consecutive months as shown below:

	A	B	C	D	E	F	G	H	I
1			September						
2		LHHS							
3		LHHS							
4		LHHS							
5		LHHS							
6		LHHS							
7		LHHS							

	A	B	C	D	E	F	G	H	I
1			September	October	November	December	January	February	
2		LHHS							
3		LHHS							
4		LHHS							
5		LHHS							
6		LHHS							
7		LHHS							

12. Continue dragging across **Row 1** (with the fill handle) extending the series of months from **February to August** (Cell H1 to Cell N1). The months from September to August should now appear in Cells C1 through N1.
13. Type **Monday** in **Cell A2** and drag the fill handle to create a series of weekdays to **A16**.
14. **Widen** any columns that need to fit the text properly. Refer to Step #10 if you forget how to do this!
14. From the Office Button select **Close**, click **No** to save the changes.

Do This:

III. Creating and Saving a Workbook:

1. Click the Office Button, select **New, Blank Workbook**, and **Create**.
2. Click **Cell B2**, and type ***Student List***, hit **Enter**.
3. Click the Office Button, click **Save As**.
4. Choose **your folder on the server** for your workbook.
5. In the **File name** box, type ***Student List***.
6. Click **Save**.

Saving for the first time:

When you save the file for the first time, you should name the file as descriptively but as briefly as possible. Sometimes, you will want to name it as a particular version, or as a type of workbook (i.e., Student Lists V.1.2).

Do This:

Unit 1 Exercise: SAVE, do not print.

Show the finished worksheet to your teacher

1. **Open** a new workbook.
2. In **Cell C4**, type ***Monday***.
3. **Click and drag the fill handle** to select the cells from **C4 to cell G4**.
4. In **Cell C5**, type ***Week 1***.

5. Click and drag the fill handle to Cell G5.
6. In Cell B6, type *September*, hit ENTER.
7. Widen Column B to fit the text.
8. Click and drag the fill handle of Cells B6 to B14.
9. Position the pointer in Cell D2 and type this worksheet title in bold: ***Student 2-Minute Presentations.***
10. Press ENTER.
11. Save (and close) the worksheet in your student folder as: ***Activity One***

Unit One

Review Questions—Place your answers on your Worksheet

1. A workbook contains screens called:
 - a. Workbooks
 - b. Images
 - c. Photos
 - d. Worksheets
2. To move from one cell to another in Excel, you can:
 - a. Use the tab key
 - b. Click the desired cell
 - c. Use the Go To command
 - d. All of the above
3. You can easily create a standard series such as months of the year using the Automatic Fill Handle.
 - a. True
 - b. False

4. There is a difference between a workbook and a worksheet.
 - a. True
 - b. False

5. To save your workbook in another folder, you must do the following:
 - a. File, Save As, Click Create a new Folder
 - b. File, Save As, Click Save as Type
 - c. File, Save As, Click Filename
 - d. None of the Above